

Form 5.13 Guide for Annual Reports

There are a number of reports to be completed and returned to the TOTP Office following the Annual General Meeting. Please do this as soon as possible, and **NO LATER THAN March 16, 2018**. **The coloured forms are to be filled out, photocopied for your records, and then the coloured forms along with the minutes of your Annual General meeting must be returned to our office: The Territory of the People 360 Nicola Street, Kamloops BC V2C 2P5**

The reports are as follows:

1. **Directory** – addresses, phone etc. for parish officers and contacts.
2. **Parish Statistics** – information that is both kept on hand for our own use, and shared with the national office. **“Council of the North funding is based on these statistics, especially the Average Weekly Attendance”**. Parishes with ecumenical shared ministry have the option to complete either the Territory Annual Statistical Report Form, OR the Annual Shared Ministry Statistical Report.
3. **Certificates of Election:**
Delegates to the Territory of the People Assembly.
 - Each parish can have 2 delegates and 2 alternates
 - Each parish can have 2 youth (between 16 & 20).
 - In conjunction with the Central Interior Council of Indigenous Peoples, provision is also made for increased First Nations delegates closer to the time of the Assembly.

Note: it is no longer necessary to elect Synod delegates for the Diocese of Cariboo
4. **Lay Ministers of Word and Sacrament** – please be sure the AGM has approved those names on the list and indicate the categories requested. New licenses will be issued for everyone each year. Please Note: there are separate forms for **new** and **continuing** LMWS
5. **Lay Administrators** – please be sure the AGM has approved those names on the list.

If you have questions about any of the above, please call the TOTP Office 778-471-5573.

6. **Statement of Income and Expenditures:** The information is used to collate the total parish income for the Territory of the People for General Synod, and the ‘Total Operating Income’ is used as a base to determine Christian Sharing. **We will also need a copy of the audited or reviewed Financial Statement.**
7. **Property Statistics:** Under kindergartens also include any operating Day Care Centres, Play Schools and use by School Boards for regular classroom space. This information must be accurate to ensure proper coverage under Liability Insurance covering all buildings in the Territory.

Thank you for completing and forwarding to me these Annual Report by the due date. Having all the forms completed makes it easier for me to compile data which has to be submitted by this office to the National Church.

Margaret Mitchell
Office Coordinator